

**MINUTES**  
**ORDINARY COUNCIL MEETING**  
Friday, 19<sup>th</sup> July 2013

Minutes of the Ordinary Meeting of the Yilgarn Shire Council held at the Senior Citizen Centre on Friday, 19<sup>th</sup> July 2013. The change in venue was advertised locally as well as in the Kalgoorlie Miner on the 17<sup>th</sup> July 2013.

**PRESENT**

Cr P R Patroni, Shire President

Crs O Truran, W A Della Bosca, G Guerini

Council Officers:     V Piccoli, Chief Executive Officer  
                          M N Dohnt, Deputy Chief Executive Officer  
                          W J Dallywater, Manager Environmental Health & Building  
                          R J Bosenberg, Manager of Works  
                          J F Guerini, Finance Manager

**INFORMATION SESSION** – Shire President of Westonia – Louie Geier, Chief Executive Officer of Westonia – Jamie Criddle. Martin Atwell and Craig Robins of Department of Food & Agriculture WA (DAFWA) informed Council on the progress of the State Barrier Fence (Yilgarn Gap) project. That advertising for tenders has begun, all funding is in place materials have been purchased but are to still yet to tender grids, and Flora and Fauna surveys have been performed. The start date for clearing vegetation will be approximately mid September which is envisaged to take two month. Due to the restricted burning period times there will be a delay to the actual start of construction which is expected to be April 2014.

The meeting was declared open for business at **1.55pm**.

**PUBLIC QUESTION TIME**

Nil

**APOLOGIES AND LEAVE OF ABSENCE**

Cr J Della Bosca, Cr DJ Pasini, Cr D Auld

**DISCLOSURES OF INTEREST**

Nil

**CONFIRMATION OF PREVIOUS COUNCIL MINUTES**

**131/2013**

*Moved Cr Guerini Seconded Cr W Della Bosca. That the Minutes of the previous Meeting of Council held on Friday 21<sup>st</sup> June 2013, be confirmed as a true and correct record of that meeting.*

**CARRIED (4/0)**

**132/2013**

*Moved Cr Truran Seconded Cr Guerini. That the minutes from the WEROC Meeting held on Wednesday, 26<sup>th</sup> June 2013, be confirmed as a true and correct record of that meeting.*

**CARRIED (4/0)**

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**133/2013**

*Moved Cr Truran Seconded Cr Guerini. That the minutes from the Tourism Advisory Committee Meeting held on Monday, 8<sup>th</sup> July 2013, be confirmed as a true and correct record of that meeting.*

**CARRIED (4/0)**

**134/2013**

*Moved Cr W Della Bosca Seconded Cr Guerini. That the minutes from the LEMC meeting held on Thursday, 11<sup>th</sup> July 2013, be confirmed as a true and correct record of that meeting.*

**CARRIED (4/0)**

**135/2013**

*Moved Cr W Della Bosca Seconded Cr Truran. That the minutes from the Koolyanobbing Project Community Reference Group held on Wednesday, 27<sup>th</sup> March 2013, be confirmed as a true and correct record of that meeting.*

**CARRIED (4/0)**

**136/2013**

*Moved Cr W Della Bosca Seconded Cr Guerini. That the minutes from the Special Meeting of Council held Monday, 1<sup>st</sup> July 2013, be confirmed as a true and correct record of that meeting.*

**CARRIED (4/0)**

**ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS:**

The Shire President advised the following:-

- That he attended the Farmers Breakfast at Moorine Rock provided by Elders and informed Council that it was a very successful event and that the Shire will be organising a similar event in Southern Cross on the 5<sup>th</sup> August 2013.
- That he and the Manager of Works attended a Sub Regional Road Group Meeting in Mukinbudin on Monday 15<sup>th</sup> July, discussions included unspent funds.
- That he and the Manager of Works will be attending a Sub Regional Road Group meeting on Monday 22<sup>nd</sup> July in Northam.

**CEO PERFORMANCE REVIEW**

The Shire President asked council to endorse the letter written to the CEO advising her of the upcoming CEO's annual performance review which will be conducted at 11.00am prior to the August council meeting.

**137/2013**

*Moved Cr Truran Seconded Cr Guerini. That council endorse the letter written to the CEO advising her of the upcoming CEO's annual performance review which will be conducted at 11.00am prior to the August council meeting.*

**CARRIED (4/0)**

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<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July 2013
<b>Agenda Reference:</b>	<b>7.1</b>
<b>Subject:</b>	<b>UHY Haines Norton – Appointed Auditor</b>
<b>File Reference:</b>	8.2.2.2
<b>Author:</b>	Vivienne Piccoli - Chief Executive Officer
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	12 <sup>th</sup> June 2013

**Comment**

The CEO has received a letter advising Council that effective from the 1<sup>st</sup> July 2013, Wen-Shien Chai (Chai) will become a Partner of the firm, UHY Haines Norton.

As per s7.3 (1) of the Local Government Act, A local Government is to, from time to time whenever such an appointment is necessary or expedient, appoint a person, on the recommendation of the audit committee. The audit committee has been asked to convene prior to the Ordinary Council meeting to make a decision on Mr Wen-Shien Chai's appointment as Council appointed auditor.

With the Audit Committee's acceptance of the recommendation the following UHY Haines Norton Partners will become the Shire of Yilgarn's appointed auditors.

The Engagement Partners (either) include:

<b>ENGAGEMENT PARTNER (EITHER)</b>	<b>REGISTERED COMPANAY AUDITOR NUMBER</b>
Mr D Tomasi	15724
Mr G Godwin	310219
Mr Wen-Shien Chai	299761

**Statutory Environment**

S7.3 (1) (2) (3)

**Policy Implications**

Nil

**Financial Implications**

Nil

**Recommendation**

That Council endorses the inclusion of Mr Wen-Shien Chai Partner of UHY Haines Norton, as one of the Shire of Yilgarn's appointed auditors, in addition to Mr D J Tomasi and Mr G Goodwin, being the engagement partners as the Auditor for the period from 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2015.

**Voting Requirements**

Absolute Majority

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**138/2013**

*Moved Cr Guerini Seconded Cr Truran. That Council endorses the inclusion of Mr Wen-Shien Chai Partner of UHY Haines Norton, as one of the Shire of Yilgarn's appointed auditors, in addition to Mr D J Tomasi and Mr G Goodwin, being the engagement partners as the Auditor for the period from 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2015.*

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July 2013
<b>Agenda Reference:</b>	<b>7.2</b>
<b>Subject:</b>	<b>Council Policy Manual Review - 2013</b>
<b>File Reference:</b>	<b>2.3.3.2</b>
<b>Author:</b>	Vivienne Piccoli - Chief Executive Officer
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	12 <sup>th</sup> June 2013

**Background**

The Council is required to review the Council Policy Manual on an annual basis and this report details the latest revision.

**Comment**

The Council Policy Manual is in two parts, the first contains policies of the Council that relate to matters other than staff issues and the Council Staff Policy Manual relates specifically to staff employment and conditions.

The reason for the separation is to clearly identify policies that relate to staff conditions of employment so that at the time of staff induction new staff can be given a copy of the Staff Policy Manual to sign as an acknowledgement of receipt and to ensure that they comply with the policies as they impact specifically on their employment. As new Staff policies are approved these will be added to that section of the Council policy manual.

Whilst the responsibility for staff employment conditions is under the role and function of the Chief Executive Officer it is essential that Council are aware of these policies to ensure that Council's obligations to fair and equitable employment practices are being met.

The Management team have reviewed the Council Policy Manuals and have made any necessary changes that may relate to; changes in legislation, Changes in Fees and Charges, Auditors recommendations, Changes in Financial Regulations, Incorporating the new Integrated Strategic Plans and changes in position responsibilities (refer to attached reviewed Council Policy Manual and Council Staff Policy manual).

When reading the attached amended Policies please use the following guide

**Green – New sections or new changes in the policy Manual**

**Red — To be removed**

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**Statutory Environment**

Various provisions of the Local Government Act and Regulations.

**Policy Implications**

This report is a revised policy.

**Financial Implications**

Nil

**Recommendation**

That the amendments to the Council Policy Manual and Staff Policy Manual as proposed be endorsed and the Council Policies be adopted.

**Voting Requirements**

Absolute Majority

**139/2013**

*Moved Cr Truran Seconded Cr W Della Bosca. That the amendments to the Council Policy Manual and Staff Policy Manual as proposed be endorsed and the Council Policies be adopted.*

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July 2013
<b>Agenda Reference:</b>	<b>7.3</b>
<b>Subject:</b>	<b>Senior Staff Reviews</b>
<b>File Reference:</b>	1.1.10.10, 1.1.10.19, 1.1.10.63
<b>Author:</b>	Vivienne Piccoli - Chief Executive Officer
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	10 <sup>th</sup> July 2013

**Background**

The CEO is required to report to Council annually on the completion of the performance and remuneration review of Senior Staff (other than the CEO) that are employed by the Council.

**Comment**

Council has determined that the positions as shown in the table below are Senior Staff positions at the Shire of Yilgarn and this report is to advise Council that the CEO conducted the performance reviews of the Manager for Works and Manager for Environment and Building services on the 8<sup>th</sup> July 2013, at which time their annual performance was discussed. I am pleased to report that the two Senior Officers received a favourable performance review. I have concluded that Council is well served in terms of the competence, commitment and capability of Robert Bosenberg and Wendy Dallywater.

There were slight changes this year to entitlements, with the endorsement of the Employee Collective Agreement - 2013, the whole of the organisation is captured in

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the agreement in respect to general entitlements, including Senior Staff except when relating to salary structure and annual leave.

<i>Employee</i>	<i>Position</i>	<i>%</i>
<i>Miss Wendy Dallywater</i>	<i>Manager E H &amp; Building</i>	<i>4.07%</i>
<i>Mr Robert Bosenberg</i>	<i>Manager for Works</i>	<i>4.01%</i>

In the upcoming months the CEO will be negotiating new contract with both the Manager for Works and the Manager for Environment and Building Services.

In addition to the Senior Staff annual performance reviews, the CEO conducted a Probationary Period Review with Mrs Mia Dohnt, having been in the position of DCEO for some eight months. Mia has performed well in her new role and has shown the extent of her experience in similar positions with the successful completion of her first budget with the Shire of Yilgarn. The CEO would like to advise Council that Mrs Dohnt has successfully completed her probationary period.

**Statutory Environment**

Division 4 of the Local Government Act 1995

**Policy Implications**

Employment is subject to policies of Council

**Financial Implications**

The increase is within the salary range and budget for these positions

**Recommendation**

That Council receives the report from the Chief Executive Officer and formally commends the following Senior Staff of Council; Miss Wendy Dallywater, Mr Robert Bosenberg with their favourable performance over the past year. In addition, recognise the successful completion of the DCEO's probationary period and commends Mrs Mia Dohnt favourable performance during this time.

**Voting Requirements**

Simple Majority

**140/2013**

*Moved Cr W Della Bosca Seconded Cr Guerini. That Council receives the report from the Chief Executive Officer and formally commends the following Senior Staff of Council; Miss Wendy Dallywater, Mr Robert Bosenberg with their favourable performance over the past year. In addition, recognise the successful completion of the DCEO's probationary period and commends Mrs Mia Dohnt favourable performance during this time.*

**CARRIED (4/0)**

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<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July 2013
<b>Agenda Reference:</b>	<b>7.4</b>
<b>Subject:</b>	<b>State Financial Assistance Package – Investing in the Future of Agriculture of WA</b>
<b>File Reference:</b>	8.2.6.5, 1.6.2.3
<b>Author:</b>	Vivienne Piccoli - Chief Executive Officer
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	16 <sup>th</sup> July 2013

**Background**

In May 2013, the CEO was advised that there was funding available through the State Financial Assistance Package – Investing in the Future of Agriculture of WA. The \$10,000 that has been received is to be spent on one or more community events that are focused on bringing the community together and to support and enable relationships. The aim is to nurture and sustain vibrant rural communities.

The Rural Business Development Corporation (RBDC) who is administering the grant advised that the grant is not to be expended on infrastructure or alcohol, although up to 10% of the grant may be spent on reasonable administration costs relating to organising the event. The Shire is to make all reasonable endeavours and arrangements to ensure the events are conducted safely, responsibly and appropriately. The grant needs to be acquitted by the 31<sup>st</sup> July 2014.

**Comment**

Councillors at the June meeting were asked to consider what events the money should be put towards, and since then I have received some feedback of possible community event/s the grant could assist with making community attendance more attainable:

Upcoming events:

1. **Yilgarn Farmers & Business Owners Breakfast** – The CEO is currently organising a Breakfast to be held on the 5<sup>th</sup> August 2013, inviting growers and local business owners to participate in this FREE breakfast to encourage communication between growers and business owners during these difficult time in Agriculture production – the CEO proposes that funds from this grant should cover the costs to hold the breakfast in Southern Cross.
2. **Ag Show Day** – The CEO has spoken with Mrs Kay Crafter who has consulted with the committee in relation to Council contributing \$2,000 towards the entry at the Show and making entry FREE TO KIDS <17 years of age, making access to the Show for families in the Yilgarn District more affordable.
3. **Yilgarn Charity Masquerade Ball** – The CEO has received correspondence from the Ball Committee requesting if Council would waive the facility hire fee for the use of the Community Centre on the 12<sup>th</sup> October 2013 and also if Council would consider contributing money so that the door entry could be reduced - The CEO proposes to contribute part of this grant to this worthwhile event and make access to this community event more accessible to all the community.

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**4. Other ideas –**

- During the peak of summer for Council to organise a pool party where the community are invited to come and christen our new inflatable pool toy and enjoy a free day at the pools with Free sausage sizzle and soft drinks.
- Councillors to add any other ideas that they believe the community will benefit from and which meets the criteria of this grant.

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Grant funding of \$10,000 was received in 2012/13 to be carried forward to expend in 2013/14

**Recommendation**

That Council agrees to contribute towards the proposed events, which include the Ag Society Show Day, Yilgarn Farmers and Business Owner Breakfast and the Yilgarn Charity Masquerade Ball and authorises the CEO to organise other events that meet the funding criteria, in consultation with Council.

**Voting Requirements**

Simple Majority

**141/2013**

*Moved Cr W Della Bosca Seconded Cr Guerini. That Council agrees to contribute towards the proposed events, which include the Ag Society Show Day, Yilgarn Farmers and Business Owner Breakfast and the Yilgarn Charity Masquerade Ball and authorises the CEO to organise other events that meet the funding criteria, in consultation with Council.*

**CARRIED (4/0)**



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<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July 2013
<b>Agenda Reference:</b>	<b>7.5</b>
<b>Subject:</b>	<b>Anzac Centenary Local Grants Program</b>
<b>File Reference:</b>	8.2.6.5
<b>Author:</b>	Vivienne Piccoli - Chief Executive Officer
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	16 <sup>th</sup> July 2013

**Background**

In May 2013 the CEO received a letter from, Tony Crooks MP Member for O'Connor advising Council of the Anzac Centenary Local Grants Program which provides \$100,000 for each federal electorate that will "...enable and empower communities across Australia to commemorate the Centenary of Anzac in their own way.

Council at the May meeting resolved the following:

**89/2013**

*Moved Cr Truran Seconded Cr Auld. That Council apply for grant funding to organise a special event for the Centenary Year of the ANZAC in 2015.*

**CARRIED (7/0)**

The CEO since then has looked at the guidelines for the grant which identifies the following assessment criteria:

1. The level of support for the proposal from the local community, including the local community's involvement in developing the proposal and the accessibility of proposed projects and events to the local community.
2. The connection of the proposal to significant military anniversaries, enlistments and other First World War events that have had an impact on the nation and / or the local community.
3. The ability of the proposal to enable the local community to commemorate the centenary of the First World War.
4. The capability of the applicant to deliver and implement the proposal within the specified timeframe and budget, including an assessment of how developed and capable of implementation the proposal is.
5. The proposal provides value for money.
6. The level of in-kind and / or financial support of the proposal from other sources, including the applicant.

The Types of projects eligible under this program include:

- Public commemorative events, including the commemoration of important military anniversaries, enlistments and other First World War events that have had a significant impact on the local community;
- New First World War memorials or honour boards;
- The restoration of existing First World War memorials or honour boards;
- The preservation, interpretation and display of First World War wartime and military memorabilia and artefacts; and

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- Relevant school projects, such as research with a focus on military involvement and social impacts, and the products of research e.g. written material, documentaries etc.

**Comment**

Over the past month the CEO has put together an Anzac Centenary Working Group made up of a cross-section from the community including representatives from the SX District High School, Yilgarn Historical Society and also the ladies that normally organises our Anzac day celebrations and tributes. This group has met twice and workshopped different ideas in relation to the Anzac Centenary and would like to put the following proposal to Council for endorsement:

**PROJECT NAME: YILGARN ANZAC CENTENARY 2015**  
**“Every Soldier has the Right to Live Forever”**

**Part A – The Event**

<i>Description of Task</i>	<i>Who is responsible</i>	<i>Budget Allocation</i>
<i>WWI Memorial Photo Board</i> – including photos of local soldiers that served in WWI and profile researched by school students. To be presented to community on Anzac Day the 26 <sup>th</sup> April 2015 and thereafter the photo board to be located in the Yilgarn History Museum. Costs relate to re-printing of photos, purchasing board and subscription to research data.	SX District High School Teachers / Students & involvement from the Historical Society.	\$1,000
<i>Anzac Service</i> – enlisting a Bugler on the day to play revelry at the dawn and 11.00am service	Shire to organise	\$ 200
<i>Anzac Service</i> – Local Students to dress in period costumes of the era and contribute to the service by singing songs of that time, and possible re-enactment of a WWI story. Costs will relate to the purchase of the costumes and also downloading relevant music and song books for students to learn from.	SX District High School Teachers / Students & involvement from Anzac group.	\$1,500
<i>Anzac Service</i> – handing out of small Australian Flags to community that attend the 11.00am service.	Shire to organise	In-kind \$200
<i>Anzac Lunch</i> – Council to put on an Anzac Day lunch in the foyer at the Community Centre for community members who attended the service.	Shire to organise	In-kind \$2,500
<i>Anzac Activity</i> – Provision of an activity during lunch for children to get involved in poppy making. Cost relates to creative materials needed for activity.	Shire to organise	\$ 250
<i>Anzac Movie</i> – Organised through Way Out	Shire to organise	\$2,350

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West Cinemas to present War Horse (PG) movie in the Community Centre for all residents to enjoy after lunch.		
<b>Part A – TOTAL</b>		\$5,300

**Part B – Restoration of Monument**

<i>Description of Task</i>	<i>Who is responsible</i>	<i>Budget Allocation</i>
Supply and fitting of granite panels, and overall restoration of War Memorial.	Shire to organise	\$5,500
<b>Part B – TOTAL</b>		\$5,500

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

If successful with the Grant application, the funds for a grander Anzac Day service in 2015 and possible restoration of the War monument will be covered by Grant funding.

**Recommendation**

That Council considers the Anzac Working group's proposal for the Anzac Centenary Celebrations in 2015 and endorses part A and Part B to be included in the Anzac Centenary Grant Application.

**Voting Requirements**

Simple Majority

**142/2013**

*Moved Cr Truran Seconded Cr Guerini. That Council endorses the Anzac Working group's proposal for the Anzac Centenary Celebrations in 2015 and endorses part A and Part B to be included in the Anzac Centenary Grant Application.*

**CARRIED (4/0)**

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<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July 2013
<b>Agenda Reference:</b>	8.1
<b>Subject:</b>	<b>2013-2014 Budget Adoption</b>
<b>File Reference:</b>	8.2.5.3
<b>Author:</b>	Mia Dohnt – Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	8 <sup>th</sup> July 2013

### **Background**

Further to the Special meeting of Council held on Monday 1<sup>st</sup> July 2013, the Draft Budget for 2013/2014 has been reviewed and adjusted as instructed, and is now ready to present to Council for adoption.

In accordance with Section 6.2 (2) of the Local Government Act 1995, Council has had regard for the contents of its Plan for the Future ‘2010 and into the Future’ and the ‘Forward Capital Works Plan’.

### **Comment**

As resolved at the Special Meeting of Council the DCEO has transferred the 2012/2013 Surplus funds generated from the Sewerage Schemes into the Sewerage Reserve in accordance with S6.37 subsection (1) & (2) in the Local Government Act 1995.

As of Thursday 12<sup>th</sup> July 2012, the surplus carried forward from 2012/2013 was \$861,714 compared with the estimate included in the Draft Budget of \$1,997,267. The substantial reduction in the surplus carried forward is mainly due to; EOY transfers to and from Reserves and EOY Provision adjustments.

In the draft budget there has been some slight changes to the reserve accounts as follows;

- A new reserve will be set up called Tourism Reserve. The purpose of the reserve is to be used to fund tourism promotions and activities.
- A new reserve will be set up called ICT and Furniture and Equipment Reserve. The purpose of the reserve is to be used to provide funds for the future of the Council’s computer systems and furniture and equipment.
- The Computer Replacement Reserve will be closed during 2013/2014 and all funds, including interest earned, will be transferred to the ICT and Furniture and Equipment Reserve.

The adjustments discussed by the elected members at the Special Meeting of Council have been included in the final budget, these changes include

- A reduction in rate in the dollar for Residential/Industrial from 10.21 to 10.07
- Inclusion of the upgrade to the electricity at the Gold Club House of \$15,000
- Inclusion of the upgrade to the air-conditioning unit at 35 Taurus St

The inclusion of the above changes has now brought about a balance budget of \$13,778,602 with a surplus brought forward at time of adoption of \$861,174.

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Section 6.2 of the Local Government Act 1995 relating to the Annual Budget.

**Policy Implications**

None.

**Financial Implications**

Will form the basis for Income and Expenditure for the period 1 July 2013 to 30 June 2014

**Strategic Implications**

None

**Recommendation**

That Council adopts the 2013-2014 Shire of Yilgarn Schedule of Fees and Charges, presented and reviewed at the Special meeting of Council on the 1<sup>st</sup> July 2013.

**Voting Requirements**

Absolute Majority Required

**143/2013**

*Moved Cr Truran Seconded Cr Guerini. That Council adopts the 2013-2014 Shire of Yilgarn Schedule of Fees and Charges presented and reviewed at the Special meeting of Council on the 1st July 2013.*

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

**Recommendation**

That Council propose the following Differential General Rates for the year ending 30 June 2014:

<u>Land Category</u>	<u>Proposed</u> <u>Cents in \$</u>	<u>Proposed</u> <u>Minimum</u>
GRV – Residential	10.07	\$360
GRV – Commercial	6.89	\$360
GRV – Improved Mining Tenement	38.11	\$360
GRV – Single Person Quarters	38.11	\$360
UV – Rural	1.69	\$360
UV – Unimproved Mining Tenement	20.14	\$360

**Voting Requirements**

Absolute Majority Required

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**144/2013**

*Moved Cr Guerini Seconded Cr Truran. That Council endorses scenario two of the proposed differential general rates as shown below for the year ending 30 June 2014:*

<u>Land Category</u>	<u>Cents in \$</u>	<u>Minimum</u>
<i>GRV – Residential</i>	<i>10.07</i>	<i>\$360</i>
<i>GRV – Commercial</i>	<i>6.89</i>	<i>\$360</i>
<i>GRV – Improved Mining Tenement</i>	<i>38.11</i>	<i>\$360</i>
<i>GRV – Single Person Quarters</i>	<i>38.11</i>	<i>\$360</i>
<i>UV – Rural</i>	<i>1.69</i>	<i>\$360</i>
<i>UV – Unimproved Mining Tenement</i>	<i>20.14</i>	<i>\$360</i>

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

**Recommendation**

***Sewerage Rates & Charges***

That Council impose the following Sewerage Rates and Charges under s41 of the Health Act 1911, on a per annum basis to cover the cost of the service in Southern Cross and Marvel Loch:

***Southern Cross Sewerage Scheme Charge*** (Residential/Industrial):

6.9 cents in the dollar on GRV (Residential and Industrial) properties within the Southern Cross Townsite

Minimum Charge per vacant land	\$200.00
Minimum Charge per residential property	\$260.00
Non-Rated Class 1st Fixture	\$166.00
Non-Rated Class Additional Fixtures	\$83.00
Non-Rates Class 2 and 3 Fixture	\$884.00

***Southern Cross Sewerage Scheme Charge*** (Commercial):

4.6 cents in the dollar on GRV (Commercial) properties within the Southern Cross Townsite

Minimum Charge per commercial property	\$550.00
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***Marvel Loch Sewerage Scheme Charges:***

4.6 cents in the dollar on GRV properties within the Marvel Loch Townsite

Minimum Charge per property	\$ 95.00
Non-Rated Class 1st Fixture	\$130.00
Non-Rated Class Additional Fixtures	\$58.00

**Voting Requirements**

Absolute Majority Required

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*Moved Cr Guerini Seconded Cr W Della Bosca. That Council imposes the following Sewerage Rates and Charges under s41 of the Health Act 1911, on a per annum basis to cover the cost of the service in Southern Cross and Marvel Loch:*

*Southern Cross Sewerage Scheme Charge (Residential/Industrial):*

*6.9 cents in the dollar on GRV (Residential and Industrial) properties within the Southern Cross Townsite*

<i>Minimum Charge per vacant land</i>	<i>\$200.00</i>
<i>Minimum Charge per residential property</i>	<i>\$260.00</i>
<i>Non-Rated Class 1st Fixture</i>	<i>\$166.00</i>
<i>Non-Rated Class Additional Fixtures</i>	<i>\$83.00</i>
<i>Non-Rates Class 2 and 3 Fixture</i>	<i>\$884.00</i>

*Southern Cross Sewerage Scheme Charge (Commercial):*

*4.6 cents in the dollar on GRV (Commercial) properties within the Southern Cross Townsite*

<i>Minimum Charge per commercial property</i>	<i>\$550.00</i>
---	-----------------

*Marvel Loch Sewerage Scheme Charges:*

*4.6 cents in the dollar on GRV properties within the Marvel Loch Townsite*

<i>Minimum Charge per property</i>	<i>\$ 95.00</i>
<i>Non-Rated Class 1st Fixture</i>	<i>\$130.00</i>
<i>Non-Rated Class Additional Fixtures</i>	<i>\$ 58.00</i>

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

**Recommendation**

***Sanitation Household Refuse - Rates and Charges***

That Council impose the following Sanitation Rates and Charges on a per annum basis:

Domestic Collection per bin, per service	\$297.00
Additional Service	\$324.00
Commercial Collection per bin, per service	\$324.00
Additional Service	\$358.00
Non-Rateable Collection per bin, per service	\$499.00
Additional Service	\$556.00

**Voting Requirements**

Absolute Majority Required

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**146/2013**

*Moved Cr Truran Seconded Cr W Della Bosca. That Council imposes the following Sanitation Rates and Charges on a per annum basis:*

<i>Domestic Collection per bin, per service</i>	<i>\$297.00</i>
<i>Additional Service</i>	<i>\$324.00</i>
<i>Commercial Collection per bin, per service</i>	<i>\$324.00</i>
<i>Additional Service</i>	<i>\$358.00</i>
<i>Non-Rateable Collection per bin, per service</i>	<i>\$499.00</i>
<i>Additional Service</i>	<i>\$556.00</i>

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

**Recommendation**

Discount, Interest and Penalties

- Council grant a 5% discount on rates paid on or before the 35th day of service of the rate notice in accordance with the Local Government Act 1995.
- Council charge an 11% penalty charge per annum, calculated by simple interest on rates paid after the 35th day of service of the rate notice in accordance with the Local Government Act 1995.
- Council charge a \$10.00 Administration Fee per remittance notice, per instalment, for rates levied in the 2013/2014 financial year in accordance with the Local Government Act 1995.
- Council charge a 5.5% interest charge per annum, calculated by simple interest on instalment payments for rates levied in the 2013/2014 financial year in accordance with the Local Government Act 1995.
- Council charge a 5.4% interest charge per annum, calculated by simple interest on deferred rates held after 1 July 2013 in accordance with the requirements stipulated by the Office of State Revenue.

**Voting Requirements**

Absolute Majority Required

**147/2013**

*Moved Cr Truran Seconded Cr W Della Bosca. That*

- Council grant a 5% discount on rates paid on or before the 35th day of service of the rate notice in accordance with the Local Government Act 1995.*
- Council charge an 11% penalty charge per annum, calculated by simple interest on rates paid after the 35th day of service of the rate notice in accordance with the Local Government Act 1995.*
- Council charge a \$10.00 Administration Fee per remittance notice, per instalment, for rates levied in the 2013/2014 financial year in accordance with the Local Government Act 1995.*
- Council charge a 5.5% interest charge per annum, calculated by simple interest on instalment payments for rates levied in the 2013/2014 financial year in accordance with the Local Government Act 1995.*



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**•Council charge a 5.4% interest charge per annum, calculated by simple interest on deferred rates held after 1 July 2013 in accordance with the requirements stipulated by the Office of State Revenue.**

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

**Recommendation**

That Council assign the recognised surplus indicated in the Draft Budget to the following budgetary items:

- Upgrade to the Golf Club House electricity to the value of \$15,000
- Inclusion an assistance payment to the Collectors Fair Weekend of \$5,000
- Upgrade of the air-conditioning unit at 35 Taurus St to the value of \$20,000

**Voting Requirements**

Absolute Majority Required

**148/2013**

***Moved Cr Guerini Seconded Cr W Della Bosca. That Council assign the recognised surplus indicated in the Draft Budget to the following budgetary items:***

- ***Upgrade to the Golf Club House electricity to the value of \$15,000***
- ***Inclusion an assistance payment to the Collectors Fair Weekend of \$5,000***
- ***Upgrade of the air-conditioning unit at 35 Taurus St to the value of \$20,000***

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

**Recommendation**

That Council adopts the 2013-2014 Shire of Yilgarn Budget Document as presented, which incorporates a surplus brought forward of \$861,174 and resulting in a balance budget of \$13,778,602.

**Voting Requirements**

Absolute Majority Required

**149/2013**

***Moved Cr Patroni Seconded Cr W Della Bosca. That Council adopts the 2013-2014 Shire of Yilgarn Budget Document as presented, which incorporates a surplus brought forward of \$861,174 and resulting in a balance budget of \$13,778,602.***

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

**Recommendation**

Statutory Compliance

That Council confirms it is well satisfied the services and facilities it provides: -

- a) Integrate and co-ordinate, so far as practicable, with any provided by the Commonwealth, the State or any other public body;
- b) Do not duplicate, to an extent that the Local Government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private and;
- c) Are managed efficiently and effectively.

In accordance with Section 3.18 (3) of the Local Government Act 1995.

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**Voting Requirements**

Absolute Majority Required

**150/2013**

*Moved Cr Truran Seconded Cr W Della Bosca. That Council confirms it is well satisfied the services and facilities it provides: -*

- a) Integrate and co-ordinate, so far as practicable, with any provided by the Commonwealth, the State or any other public body;*
- b) Do not duplicate, to an extent that the Local Government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private and;*
- c) Are managed efficiently and effectively.*

*In accordance with Section 3.18 (3) of the Local Government Act 1995.*

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

**INSTALMENTS PAYMENT ARRANGEMENTS**

**Recommendation**

Pursuant to section 6.45 of the Local Government Act 1995 and regulations 64(2) of the Local Government (Financial Management) Regulations 1996, council nominates the following due dates for the payment in full by instalments: -

- |   |                                |
|---|--------------------------------|
| • Full payment and 1 <sup>st</sup> instalment due date    | 4 <sup>th</sup> September 2013 |
| • 2 <sup>nd</sup> half instalment due date                | 10 <sup>th</sup> January 2014  |
| • 2 <sup>nd</sup> quarterly instalment due date           | 6 <sup>th</sup> November 2013  |
| • 3 <sup>rd</sup> quarterly instalment due date           | 10 <sup>th</sup> January 2014  |
| • 4 <sup>th</sup> and final quarterly instalment due date | 14 <sup>th</sup> March 2014    |

**Voting Requirements**

Absolute Majority Required

**151/2013**

*Moved Cr W Della Bosca Seconded Cr Truran. That Pursuant to section 6.45 of the Local Government Act 1995 and regulations 64(2) of the Local Government (Financial Management) Regulations 1996, council nominates the following due dates for the payment in full by instalments: -*

- |  |                           |
|--|---------------------------|
| • <i>Full payment and 1st instalment due date</i>    | <i>4th September 2013</i> |
| • <i>2nd half instalment due date</i>                | <i>10th January 2014</i>  |
| • <i>2nd quarterly instalment due date</i>           | <i>6th November 2013</i>  |
| • <i>3rd quarterly instalment due date</i>           | <i>10th January 2014</i>  |
| • <i>4th and final quarterly instalment due date</i> | <i>14th March 2014</i>    |

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

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**RESERVE FUNDS – NEW RESERVE ESTABLISHED AND RESERVE CLOSED**

**Recommendation**

Pursuant to section 6.11 of the Local Government Act 1995 the following Reserves be established / or closed:

***Tourism Reserve***

Purpose: Special Purpose

- to be used to fund tourism in the Yilgarn District.

***ICT and Furniture and Equipment Reserve***

Purpose: Special Purpose

- to be used to provide funds for the future of the Council's computer systems and furniture and equipment.

And the closure of;

***Computer Replacement Reserve***

- To be closed during 2013/2014 and all funds, including interest earned, will be transferred to the ICT and Furniture and Equipment Reserve

**Voting Requirements**

Absolute Majority Required

**152/2013**

***Moved Cr Patroni Secoded Cr Guerini. That Pursuant to section 6.11 of the Local Government Act 1995 that Council adopts the establishment or closure of the following Reserves:***

***Establish: Tourism Reserve***

***Purpose: Special Purpose***

***- to be used to fund tourism in the Yilgarn District.***

***Establish: ICT and Furniture and Equipment Reserve***

***Purpose: Special Purpose***

***- to be used to provide funds for the future of the Council's computer systems and furniture and equipment.***

***Closure: Computer Replacement Reserve***

***- To be closed during 2013/2014 and all funds, including interest earned, will be transferred to the ICT and Furniture and Equipment Reserve***

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

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**ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2012/2013**

**Recommendation**

- 1) Pursuant to section 5.99 of the Local Government Act 1995 and regulations 34 of the Local Government (Administration) Regulations 1996, council adopts the following annual sitting fees for individual meeting attendance:

Shire President (\$400)	\$ 4,800
Councillors (\$200)	\$14,400

- 2) Pursuant to section 5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, council adopts the following annual allowances for elected members:

Travel Allowance (0.74ckm)	\$5,500
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- 3) Pursuant to section 5.98(5) of the Local Government Act 1995 and regulations 33 of the Local Government (Administration) Regulations 1996, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

Shire President	\$6,750
-----------------	---------

- 4) Pursuant to section 5.98A of the Local Government Act 1995 and regulations 33A of the Local Government (Administration) Regulations 1996, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

Deputy Shire President	\$1,688
------------------------	---------

**Voting Requirements**

Absolute Majority Required

**153/2013**

*Moved Cr Truran Seconded Cr Guerini. That -*

- 1) Pursuant to section 5.99 of the Local Government Act 1995 and regulations 34 of the Local Government (Administration) Regulations 1996, council adopts the following annual sitting fees for individual meeting attendance:*

<i>Shire President (\$400)</i>	<i>\$4,800</i>
<i>Councillors (\$200)</i>	<i>\$14,400</i>

- 2) Pursuant to section 5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration)*



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<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July 2013
<b>Agenda Reference:</b>	8.2
<b>Subject:</b>	<b>Financial Reports</b>
<b>File Reference:</b>	8.2.3.2
<b>Author:</b>	Mia Dohnt – Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	8 <sup>th</sup> July 2013

**Background**

Enclosed for Council's information are various financial reports that illustrate the progressive position of Council financially on a month-by-month basis.

The following reports are enclosed and have been prepared as at the 30<sup>th</sup> June 2013:

- Rates Receipt Statement (prepared to 30<sup>th</sup> June 2013)
- Statement of Investments,
- Monthly Statement of Financial Activity

Councillors will be aware that it is normal practice for all financial reports to be indicative of Council's current Financial Position as at the end of each month.

**Statutory Environment**

Local Government (Financial Management) Regulations 1996 Regulation 34(i)(a) and Regulation 17.

**Policy Implications**

None

**Financial Implications**

None

**Strategic Implications**

None

**Voting Requirements**

Simple majority required

**Recommendation**

That the Various Financial Reports for the period ending 30<sup>th</sup> June 2013 as presented be received.

**155/2013**

*Moved Cr Guerini Seconded Cr Truran. That the Various Financial Reports for the period ending 30th June 2013 as presented be received.*

**CARRIED (4/0)**

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<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July 2013
<b>Agenda Reference:</b>	8.3
<b>Subject:</b>	<b>Accounts for Payment</b>
<b>File Reference:</b>	8.2.1.2
<b>Author:</b>	Mia Dohnt – Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	9 <sup>th</sup> July 2013

**Background**

Municipal Fund – Cheque Numbers 38604 to 38675 totalling \$189,053.67, Municipal Fund EFT numbers 1440 to 1554 totalling \$805,495.47, Municipal Fund – Cheque Numbers 1102 to 1107 totalling \$145,142.90, Trust Fund – 402021 to 402025 totalling \$15,398.66 and Trust Fund – Cheque Numbers 5850 to 5854 (DPI Licensing), totalling \$75,351.80 are presented for endorsement as per the submitted list.

**Statutory Environment**

Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, Regulation No 12 and 13.

**Policy Implications / Delegation Register**

Council has provided delegation to the Chief Executive Officer, Deputy Chief Executive Officer, Manager of Environmental Health and Building Services and/or Manager for Works to make payments from the Shire of Yilgarn Municipal, Trust or other Fund.

**Financial Implications**

Reduction to Bank Accounts balances.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**Recommendation**

Municipal Fund – Cheque Numbers 38604 to 38675 totalling \$189,053.67, Municipal Fund EFT numbers 1440 to 1554 totalling \$805,495.47, Municipal Fund – Cheque Numbers 1102 to 1107 totalling \$145,142.90, Trust Fund – 402021 to 402025 totalling \$15,398.66 and Trust Fund – Cheque Numbers 5850 to 5854 (DPI Licensing), totalling \$75,351.80 are presented for endorsement as per the submitted list.

**156/2013**

*Moved Cr Truran Seconded Cr W Della Bosca. That Municipal Fund – Cheque Numbers 38604 to 38675 totalling \$189,053.67, Municipal Fund EFT numbers 1440 to 1554 totalling \$805,495.47, Municipal Fund – Cheque Numbers 1102 to 1107 totalling \$145,142.90, Trust Fund – 402021 to 402025 totalling \$15,398.66*

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*and Trust Fund – Cheque Numbers 5850 to 5854 (DPI Licensing), totalling \$75,351.80 are presented for endorsement as per the submitted list.*

**CARRIED (4/0)**

<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July 2013
<b>Agenda Reference:</b>	8.4
<b>Subject:</b>	<b>Community Resource Centre Coordinators Report</b>
<b>File Reference:</b>	1.3.4.1
<b>Author:</b>	Mia Dohnt – Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	9 <sup>th</sup> July 2013

**Purpose of Report**

For Council information on what activities, planning and training the Community Resource Centre has under taken in the previous month.

**Background**

To advise what activities, planning and training the Community Resource Centre has under taken in the previous month.

**Discussion**



**COORDINATOR'S REPORT**

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Prepared by: Ronice Blair  
01.06.2013 – 30.06.2013  
Southern Cross Community Resource Centre

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**Monthly Statistics**

Centrelink	23
Computer use, member	32
Computer use, non member	29
General info enquiry	2
Telephone enquiries	104
Library	69
Max Employment	24
Southern Cross Singers	33
Junior Singers	18
Gym Circuit	22
Seniors Exercises	42
Seniors Carpet Bowls/lunch	26



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Internet	\$222.50
Print/scan	\$1,329.55
Send/receive fax	\$22.40
Advertising	\$507.00
Crosswords sales	\$372.95
Activities	\$105.00
Items for resale	\$0.00
Secretarial services	\$22.00
Exam supervision	\$654.00
Donations / fundraising	\$100.00
Room Hire	\$144.50

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I attended COTA's active aging conference in Perth over 4<sup>th</sup> and 5<sup>th</sup> June. Keynote speakers were:

Professor Tony Broe, AM, Neuroscience Research Australia: History of aging, why we in Australia will have a life expectancy of 100 this century.

Dr Kristyn Bates, University of Western Australia: Living longer, living stronger, living smarter, the link between physical fitness and healthy brain aging.

Professor Peter Whitehouse, Professor Neurology Case Western Reserve University USA: The Intergenerational School, challenges to our ideas about dementia.

Dr Kathleen Brasher, COTA (Vic): Community wellbeing – challenges and opportunities for local communities and local governments

I particularly found the presentations by Dr Kristyn Bates and Professor Whitehouse of interest. Dr Bates' presentation for her clear and concise explanation of the Neurobiology of Physical Activity, basically once you are diagnosed with dementia there is no going back, but the effects can be starved off through diet and exercise.

I also enjoyed Professor Whitehouse's video presentation of a school established in a lower socio economic area in the US, where the teaching staff is comprised primarily of aged people suffering some form of dementia. The benefits to both groups of people was marked!

As a result of Professor Whitehouse's presentation the CRC will be endeavouring to promote more interaction between our seniors and the younger generation, teacher's time and curriculum at the school permitting. Previous intergenerational activities have always been well received by both groups of people.

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The conference also covered a number of Aged related topics including:

- ❖ Aging in Place
- ❖ Aging and Gender
- ❖ Are we really living longer, living stronger?
- ❖ Aging and disability, a growing reality.

Aging in place included a joint presentation by the City of Rockingham and Bethanie, who run the “Social Connector Program”, on behalf of the City of Rockingham. It was reassuring to note even larger communities and organisations have the same struggle to engage certain community members in programs designed to improve connectiveness to their communities, and like Bethanie, we will just continue to keep trying!

Are we really living longer, living stronger included a presentation by Dr Terry Bayliss, who is a member of the Taoist Tai Chi Society of Australia. His presentation included a practical demonstration of Tai Chi. As the moves were demonstrated Dr Bayliss pointed out the physical benefits of each, eg strengthening and lengthening of the spine and gentle stretches of muscles, to name just two.

The CRC has a copy of the Conference presentations available for anybody who wishes to look through them, alternately they can be read or downloaded on COTA’s website.

The CRC has successfully applied for a SOYF (Stay on your feet) Week Grant for the Coordinator and volunteer Marg Pasini to attend a two day workshop in Perth, to learn how to present Tai Chi in our community. Once the workshop has been completed we will be launching Tai twice, once during the day and also an evening session. Future Tai Chi sessions will be offered dependant on community response.

There were no Seniors Exercises for three sessions early in June due to both myself and volunteer instructor, Marg Pasini, being away. Twice weekly exercises resumed Thursday 13 June. Once Marg returns Support Officer, Monica Fairless will begin attending Tuesday’s sessions with a view to eventually being able to run the activity in Marg’s and my absence.

Earlier this month I was requested at short notice to assist with two grant application pertaining to the upcoming Collector’s Weekend. Each application took approximately 2.5 - 3 hours of my time, and each needed to be completed quickly to comply with turn around deadlines.

The Healthways grant application was unsuccessful. More time was required to complete the application, as we did not address grant criteria as well as they should have been. Funding was sought to cover the cost of hiring children’s activities and to assist with travel and accommodation costs of invited professionals, including a

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Valuer. The second application was to Lotterywest and completed on behalf of the Motoring Enthusiasts, again, the application needed to be completed quickly to comply with deadlines.

The CRC commenced its Gym Circuit 24 June. In order to comply with insurance requirements all participants are requested to complete a disclaimer. As the gym is run on the same principals and format as the Seniors Citizens twice weekly exercise session, seniors attending those are also being requested to complete the same disclaimer.

Currently there are between 4 and 7 people attending each session, and the circuit is expected to be offered until mid September at which time the success of the program will be reviewed.

On Wednesday 19<sup>th</sup> I was invited to visit Years 3 – 4 class at SXDHS, primarily to answer questions about being a student at the school during the 1960s. I think it was a fantastic opportunity enjoyed by both the students and me. Feedback suggests the most popular discussions were those on school uniforms, sports carnivals and the four coloured factions and building cubby houses under the peppercorn trees which once lined the south boundary fence. There was also some concern that I was unable (not allowed) (why weren't you allowed? Did you get home schooled?) to start school until the year I turned 6.

CRC staff met with Bendigo Bank's Tara Chambers following her presentation to council at the June meeting. With our Support Officer, Monica Fairless' previous experience of being employed by a bank meant we were able to ask pertinent questions about perceived requirements and practices as they relate to the banking industry. On the whole the meeting was very positive and we look forward to discussing the agency proposal further.

Saturday 22 June I attended the Small Business Awards in Merredin. The Yilgarn had three finalists, Bernies Mobile Mechanical Services, Southern Cross Cranes and Chrisps Cleaning and Laundry Service. Congratulations to the finalists and to Kim Chrisp on her Small Business Achievement Award, Kim will now go on to the State Finals to be held in Perth, November.

Monday 24<sup>th</sup> June I attended a SEF (Social Enterprise Fund) workshop in Perth. The workshop was most interesting and informative, but I discovered our funding application was submitted at a much earlier stage than would be usual. At this stage we require back of the envelope figures for the proposed CRC/Library/Visitor Centre relocation/collocation. The Shire has been advised of this requirement.

Another point to come out of the workshop is the fact the CRC is currently unable to clearly demonstrate its separateness from the Shire as an organisation. I sent a proposal to the DCEO 14 May outlining my concerns on this issue, suggesting a Committee be formed to act as a conduit between the Shire and the CRC. My

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proposal also suggested some separation of finances, with the contracting the CRC to provide services such as to Seniors and the Library, and the future management of the Visitor Centre, which would help to paint a clearer picture for reporting purposes. I had canvassed the community early in May and have several people willing to serve on a committee.

In relation to this issue the CRC's Regional coordinator, Garry Ventris, has suggested I visit Narembeen and Corrigin CRC's as both are Shire run, but along different models of management, I am planning to do this, accompanied by Shire's Financial Manager, Jo Guerini, before the end of August. The arrangement between Corrigin CRC and Corrigin Shire is often cited as a model that works for Shire run CRCs.

The outcome of the SEF (Social Enterprise Fund) Workshop determined the Shire would stand as the CRC's customer for services provided, with the community being beneficiaries. Whether this was determined through the CRC having separate books, or continuing to be included in Shire's finances with them showing the CRC being contracted by the Shire to provide services or through the Shire and CRC having a MOU there needs to be a clear and definite delineation between the two bodies.

I have been attempting to point out there are no formal arrangements between the CRC and Shire for several years. As mentioned in my email to the DCEO, if the CRC are to run the visitor centre, and a bank agency in direct competition with businesses in town there will need to be a clear separation between the Shire and CRC, as it is not local Government's role to compete for local business.

I would appreciate Council giving some thought to how this issue could be resolved.

It was necessary to cancel Junior Singing once during June due to Mrs Judy Guerini being unable to attend.

Our Support officer/Librarian, Monica, was on two weeks leave from Monday 24 June, and as I was in Perth and travelling for half a day for the SEF Workshop, our Trainee, Jenna Carlson, was left in charge of the CRC. Reports from customers and others suggest Jenna managed the daily workload in a friendly and professional manner. Jenna is to be commended on her commitment to the position as she was required to go over and above her normal duties, including working through one lunch break to accommodate Max Employment who were using the conference room at the time to interview clients.

The CRC's Business Plan for 2013/14 is due for submission to RDL and is complete apart from inclusion of Shire's Budget. The business plan is required prior to the CRC acquitting funding received for the six month period Jan to Jun 2013. This acquittal includes funding requests for the period Jul – Dec 2013.

Ronice Blair

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**Statutory Environment**

Nil

**Financial Implications**

Expenses are allowed for in the 2013-2014 Budget

**Voting Requirements**

Simple majority required.

<p><b>Recommendation</b></p>
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<p>For Council information only.</p>
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*Information Received*

<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>h</sup> July 2013
<b>Agenda Reference:</b>	8.5
<b>Subject:</b>	<b>Financial Management Review (Late Item)</b>
<b>File Reference:</b>	8.2.5.3
<b>Author:</b>	Mia Dohnt – Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	16 <sup>th</sup> July 2013

**Background**

Further to the Audit Committee meeting held on Friday 19<sup>th</sup> July 2013, the Financial Management Review for the period 1 July 2012 to 30 April 2013 has been reviewed and recommended to Council for endorsement.

In accordance with Regulation 5 (2) (c) of the Local Government (Financial Management) Regulations 1996, the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

**Comment**

The Shire's auditors, UHY Haines Norton conducted a financial management review of the Shire's processes and procedures as part of the interim audit conducted in May 2013.

There were four system and procedures and four compliance matters that were noted for improvement. These matters were also risk rated by UHY Haines Norton and were all low risk.

An assessment of low risk" should be read in context of the auditors assessment of the risk to the organization as a whole. A more detailed report on the assessment can read in the Financial Management Review report as attached.

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Below is section 3 – Summary of Findings for you perusal.

### 3.0 SUMMARY OF FINDINGS

The following is a brief summary of matters noted for improvement together with our assessment of the level of risk in relation to each item:

Key:					
S	Systems and Procedures	H	High Risk		
C	Compliance Matter	M	Medium Risk		
		L	Low Risk		
FINDINGS	REF	PAGE	NATURE	RISK	
<b>Rates</b>	4.4	7			
Manual rolling reconciliations have no evidence of being independently reviewed.			S	L	
Rates debtor reconciliations have no evidence of being independently reviewed.			S	L	
<b>Financial Reports</b>	4.12	10			
The 2012 Annual Report did not include information regarding complaints			C	L	
<b>Financial Interest Register</b>	4.15	11			
Three annual returns were completed “in advance”.			C	L	
<b>Tender Register</b>	4.15	11			
Tender Register was not properly maintained as required.			C	L	
<b>Investment Policy</b>	5.2	14			
Investment Policy regarding the restrictions on term of investments is not clearly specified.			C	L	
<b>Month End Procedures</b>	5.3	14			
Inventory reconciliations have no evidence of being independently reviewed.			S	L	
Business Activity Statement reconciliations have no evidence of being independently reviewed.			S	L	

**Please Note:** The assessment of risk as detailed above is our assessment based on the circumstances surrounding the procedures performed. An assessment of “Low Risk” is to be read in the context of our assessment of risk to the organisation as a whole. It is not intended to indicate no further action is required. Our assessments are provided solely to assist you understand the nature of the matters raised and to prioritise any remedial action.



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*Action by Responsible Officer*

Rates – ref 4.4 – page 7

Rates Officer will complete a manual rolling reconciliation on a monthly basis. This will be signed off by the Manager of Finance.

The Manager of Finance will incorporate reviewing the rates debtor reconciliation into the monthly reconciliation duties of the position.

Financial Reports – ref 4.12 – page 10

DCEO will ensure the annual report includes information regarding complaints.

Financial Interest Register – ref 4.15 – page 11

DCEO will ensure the correct date is on all annual returns completed.

Tender Register – ref 4.15 – page 11

The DCEO and ASO will ensure all tender documents are maintained correctly and physically and electronically filed together in the same place.

Investment Policy – ref 5.2 – page 14

The DCEO and ASO will ensure all tender documents are maintained correctly and physically and electronically filed together in the same place.

Month End Procedures – ref 5.3 – page 14

DCEO will be implementing month end procedure checklists for each finance position. Positions that are supervised by the Manager of Finance will be reviewed and authorised by her.

Activities undertaken by the Manager of Finance, together with the other officers reconciliations will be forwarded to the DCEO for review and authorisation.

The above activities will incorporate inventory and BAS reconciliations as identified in the report.

The audit committee made the following recommendation

**Recommendation**

The Audit Committee recommends to Council that it endorses the Financial Management Review as per the report prepared by UHY Haines Norton and note the actions by responsible officers.

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**Statutory Environment**

Regulation 5 (2) (c) of the Local Government (Financial Management) Regulations 1996.

**Policy Implications**

Nil

**Financial Implications**

A budgetary allowance was included in the 2012/2013 budget to undertake this review.

**Strategic Implications**

Nil

**Recommendation**

That Council endorses the Financial Management Review as per the report prepared by UHY Haines Norton and Note the actions by responsible officers.

**157/2013**

*Moved Cr Truran Seconded Cr Guerini. The Audit Committee recommends to Council that it endorses the Financial Management Review as per the report prepared by UHY Haines Norton and note the actions by responsible officers.*

**CARRIED (4/0)**

**158/2013**

*Moved Cr Truran Seconded Cr Guerini. That Council endorses the Financial Management Review as per the report prepared by UHY Haines Norton and note the actions by responsible officers.*

**CARRIED (4/0)**



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<b>Submission to:</b>	Ordinary Meeting of Council - Friday 19th July
<b>Agenda Reference:</b>	Works 9:1
<b>Subject:</b>	Supply of Granite Aggregate for the 2013/2014 Financial Year Construction/Maintenance Program
<b>Location/Address:</b>	N.A.
<b>Name of Applicant:</b>	N.A.
<b>File reference:</b>	6.4.1.5/6.6.7.2
<b>Author:</b>	Robert Bosenberg - Manager of Works
<b>Disclosure of Interest:</b>	N.A.
<b>Date of Report:</b>	11th July 2013

**Background**

Quotations were invited for the annual supply of washed Granite Aggregate in accordance with council's 2013/2014 Financial Year Road Construction/Maintenance Program.

Aggregate demand for the 2013/14 Financial Year Road Construction Programs is for bitumen seal works on Moorine Rock South Road, Koolyanobbing Road, Parker Range Road, Marvelloch Forrestania Road, Bodallin North Road, Southern Cross and Bullfinch Townsites. The estimated total of 10mm and 14mm aggregate quantities required for these works is 3100 tonne.

In the past the quotation request for aggregate was for the supply and delivery of washed granite aggregate. Due to the local economical down turn both in the rural and mining sector council's management staff have opted to utilize local cartage contractors to deliver the washed aggregate.

**Comments**

Invitation for quotations to supply Council with washed aggregate for the 2013/2014 Financial Year were sent out to Little Industries, Hanson and BGC. Aggregate specifications are in accordance with relevant Australian Standards and Main Roads Western Australian specifications. Closing date for quotations been received no later than 4:00pm Thursday 11th July 2013.

The following quotations have been received at the time of this report (GST exclusive)

Hanson

Volume	Description	Unit Price	Total
2800 tonne	10 mm washed aggregate	\$29.50 per tonne	\$82,600.00
340 tonne	14 mm washed aggregate	\$26.50 per tonne	<u>\$ 9,010.00</u>
		Total	\$91,610.00

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Unit price for 5mm washed aggregate and cracker dust

	Unit Price
5mm washed aggregate	\$33.00 per tonne
Cracker Dust	\$6.50 per tonne

Little Transport

Volume	Description	Unit Price	Total
2800 tonne	10 mm washed aggregate	\$58.00 per tonne	\$162,400.00
340 tonne	14 mm washed aggregate	\$53.00 per tonne	<u>\$ 18,020.00</u>
	Total		\$180,420.00

Unit price for 5mm washed aggregate and cracker dust

	Unit Price
5mm washed aggregate	N/A
Cracker Dust	\$21.00 per tonne

As shown in the calculations above Hanson's total amount of \$91,610.00 is by far the lesser the two quotations received.

Both Hanson and Little Industries aggregate specifications are in accordance with relevant Australian Standards and Main Roads Western Australian specifications.

Hanson supplied council with its required aggregate for the 2012/2013 Financial Year. The quality of the aggregate supplied by Hanson in 2012/2013 was very good.

In Councils 2013/2014 construction budget an estimated monetary allocation of \$96,000 has been allowed for the supply of washed aggregate for bitumen reseals.

**Policy Implications:**

In line with Council's Policy, "Finance Purchasing Quotes and Tenders"

**Financial Implications:**

Monetary costs associated for the supply of washed aggregate have been allowed for in council's 2013/2014 Construction Program

**Strategic Implications:**

2013/2014 Construction Program

**Recommendation**

Council accepts the Quotation submitted by Hanson for the supply only, of washed aggregate required for the 2013/2014 Financial Year.

**Voting Requirements**

Simple Majority

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**159/2013**

*Moved Cr W Della Bosca Seconded Cr Guerini. That Council accepts the Quotation submitted by Hanson for the supply only, of washed aggregate required for the 2013/2014 Financial Year.* **CARRIED (4/0)**

<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July, 2013
<b>Agenda Reference:</b>	10.1
<b>Subject:</b>	<b>Applicant to be an Itinerant Food Vendor</b>
<b>Location/Address:</b>	Townsites within the Shire of Yilgarn
<b>Name of Applicant:</b>	Mr Peter Edmeades of West Coast Seafood Distributors from Kalgoorlie
<b>File Reference:</b>	4.1.5.3
<b>Author:</b>	Manager Environmental Health & Building Services – W J Dallywater
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	11 <sup>th</sup> July, 2013

**Background**

An Application for Licence as Itinerant Food Vendor form has been received from Mr Peter John Edmeades who owns and operates the West Coast Seafood Distributors franchise in Kalgoorlie. Mr Edmeades wishes to travel to Shire once a month and conduct door-to-door sales of seafood. Mr Edmeades does not wish to park at one or several locations and have people come to him to purchase products as he prefers this door-to-door approach.

**Comment**

Section 120 Itinerant Food Vendor's License of the Shire of Yilgarn Health Local Laws 1997 allows for the local government Council to approve an application for an itinerant food vendor. Normally an itinerant food vendor parks at one or more designated locations within or just outside a townsite, as directed or approved by the individual local government, and people come to the food vendor to look at and purchase products for sale. In this instance the applicant does not want to park in one or more locations but wants to go from door-to-door selling his products.

Mr Edmeades has conducted his business in Southern Cross in this manner for several years and has previously argued that he did not need an itinerant food vendor's licence as he was not parking in the one location. I have convinced Mr Edmeades that he should have an itinerant food vendor's licence and then he can conduct his door-to-door selling plus park if required as I have witnessed him doing at times.

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If Mr Edmeades only carried out deliveries door-to-door for products previously order via telephone, fax, E-mail, then he would not require to be licensed. Mr Edmeades does deliver ordered products but also canvasses for business too and therefore should be licensed.

**Statutory Environment**

Compliance with Section 120 of the Shire of Yilgarn Health Local Laws 1997.

**Policy Implications**

Nil

**Financial Implications**

The annual licence fee is \$180.00.

**Recommendation**

That Council grants Mr Peter John Edmeades of West Coast Seafood Distributors from Kalgoorlie an Itinerant Food Vendor's Licence to visit the Shire once a month and to conduct door-to-door selling of seafood products from his refrigerated Ford Transit Van.

**Voting Requirements**

Simple Majority.

160/2013

*Moved Cr Guerini Seconded Cr W Della Bosca. That Council grants Mr Peter John Edmeades of West Coast Seafood Distributors from Kalgoorlie an Itinerant Food Vendor's Licence to visit the Shire once a month and to conduct door-to-door selling of seafood products from his refrigerated Ford Transit Van.*

**CARRIED (4/0)**

<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July, 2013
<b>Agenda Reference:</b>	10.2
<b>Subject:</b>	<b>Home Occupation Licence – Therapeutic Massage Business</b>
<b>Location/Address:</b>	Lot 897 (H/No 17) Taurus Street, Southern Cross
<b>Name of Applicant:</b>	Ms Julie Quartermaine
<b>File Reference:</b>	3.1.3.3
<b>Author:</b>	Manager Environmental Health & Building Services – W J Dallywater
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	11 <sup>th</sup> July, 2013

**Background**

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Ms Julie Quartermaine has applied for planning permission to operate a Home Occupation business from her home at Lot 897 Taurus Street, Southern Cross. Ms Quartermaine currently operates a Therapeutic Massage business from a commercial premises on Antares Street, Southern Cross but is finding the operating costs too high to remain there and therefore wants to operate her business from her home. Ms Quartermaine only carries out therapeutic massage and is not looking to add any beauty therapy or body piercing services to her clients.

Ms Quartermaine has a self-contained detached building (granny flat) on the property and would operate her business from this building. Ms Quartermaine intends to have operating hours from 10 a.m. to 5 p.m. Monday to Friday each week. While she has some regular clients, the demand for this service is not enough to carry out a profitable business. See attached copy of the letter and a location map.

**Comment**

Town Planning Issues

Under the Shire of Yilgarn's Town Planning Scheme No 2 clause 3.2 Zoning Table - Table 1, a Home Occupation on land zoned "Residential" has an 'AA' symbol. This means that the use is not permitted unless the Council has granted planning approval. Attached is a copy of the definition of a home occupation listed in the Shire's Town Planning Scheme No 2. Ms Quartermaine's proposal meets with this definition.

Health Issues

Ms Quartermaine has a registered trading name of "Hand O Bliss Massage Therapy". I have seen Ms Quartermaine's training certificates stating that she is qualified to carry out the massage therapy. Ms Quartermaine will not be carrying out any other type of beauty therapy such as waxing or tinting, and will not be carrying out any permanent tinting or tattooing, or any body piercing processes. Therefore the health risks associated with this type of business are low.

There will be no significant increase in waste generated at her home from this business other than wastewater through the washing of towels, plus the disposal of paper sheeting for the therapy bed. There will be no odours, dust, fumes, or noise being emitted from the property to adversely affect neighbouring properties.

**Statutory Environment**

Compliance with the Shire of Yilgarn's Town Planning Scheme No 2, and the Health Act 1911 and relevant regulations or codes made under the Act.

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**Policy Implications**

Nil

**Financial Implications**

Nil

**Recommendation**

That Council grants approval to Ms Julie Quartermaine to operate a therapeutic massage business as a Home Occupation business from her home situated on Lot 897 Taurus Street, Southern Cross.

**Voting Requirements**

Simple Majority.

**161/2013**

*Moved Cr Truran Seconded Cr Guerini. That Council grants approval to Ms Julie Quartermaine to operate a therapeutic massage business as a Home Occupation business from her home situated on Lot 897 Taurus Street, Southern Cross.*

**CARRIED (4/0)**

<b>Submission to:</b>	Ordinary Meeting of Council – Friday 19 <sup>th</sup> July, 2013
<b>Agenda Reference:</b>	10.3
<b>Subject:</b>	<b>Application to Conduct Exploration Drilling Activities on Mineral Deposits</b>
<b>Location/Address:</b>	Yilgarn Shire
<b>Name of Applicant:</b>	Austwide Mining Title Management Pty Ltd on behalf of Talga Resources Ltd
<b>File Reference:</b>	3.2.1.6
<b>Author:</b>	Manager Environmental Health & Building Services – W J Dallywater
<b>Disclosure of Interest:</b>	Not applicable
<b>Date of Report:</b>	11 <sup>th</sup> July, 2013

**Background**

Austwide Mining Title Management Pty Ltd has submitted an application on behalf of Talga Resources Ltd for Exploration Licence E77/2139 which lies east of Bullfinch townsite. Licence E77/2139 includes a section of the Bullfinch Turkey Hill Road, the Bullfinch Withers End North Road, and the Perilya Turkey Hill Road, plus part of Reserve 19590 “Common”.

**Comment**

Under the Mining Act any works within a gazetted townsite or within 2Kms of the boundary of a gazetted townsite requires comment from the Local

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Government. In these instances, the proposed drilling operations will be well outside any designated townsite, and there may be proposed drilling operations along the road reserves within the exploration licence areas. The abovementioned roads are all controlled by the Shire.

In line with similar applications previously received from other applicants, Council should grant approval to each applicant to carry out any roadside drilling based on the following general conditions:-

- 1) That dust suppression is carried out so that others are not adversely affected;
- 2) That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions;
- 3) Any ground water that escapes onto the ground around the drill site is to be banded so that it does not spread;
- 4) All plastic bags used for soil samples are to be removed from the site and disposed of in a suitable manner;
- 5) All rubbish is to be disposed of at the local landfill site in the appropriate manner;
- 6) A fire fighting unit is to be available at all times, and drilling is to cease if a total fire and harvest ban is called;
- 7) No drill holes are to extend under any public railway line or any roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading) – refer to Typical Cross Section of Road Formation diagram;
- 8) Safety signs are to be erected in accordance with Australian Standards – to warn both mining staff, contractors, and the public/visitors;
- 9) All drill holes are to be capped as soon as possible/practical after drilling;
- 10) If working within 100m from a residence, all noise generated is to be limited in accordance with the Environmental Protection (Noise) Regulations 1997, in particular when working between 7:00 p.m. and 7:00 a.m.;
- 11) That the proposed drilling work is advertised in the local newsletter "Crosswords" prior to any work commencing to notify the general public of this work; and
- 12) That the applicants are to discuss and obtain approval to access private property prior to the company or its contractors accessing this land.

The Manager of Works is aware of this application and has raised no issues in regards to the possibility of any drilling along these Council roads, however,

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the Shire has an existing gravel pit(s) north and south of the Bullfinch Turkey Hill Road and intends to apply to extend the gravel pits further south in Reserve 19590 and therefore wants Talga Resources to confirm that it acknowledges the Shire's rights to access and extract gravel from its gravel pits, both existing and proposed gravel pits within this Licence for future road building/maintenance purposes.

**Statutory Environment**

Compliance with the Environmental Protection (Noise) Regulations 1997, and the Environmental Protection Act 1986.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Recommendation**

That Council grants approval to Austwide Mining Title Management Pty Ltd on behalf of Talga Resources Ltd (E77/2139) to carry out drilling along sections of Council controlled road reserves with their Exploration Licence as shown on the attached map on the following conditions:-

- 1) That dust suppression is carried out so that others are not adversely affected;
- 2) That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions;
- 3) Any ground water that escapes onto the ground around the drill site is to be bunded so that it does not spread;
- 4) All plastic bags used for soil samples are to be removed from the site and disposed of in a suitable manner;
- 5) All rubbish is to be disposed of at the local landfill site in the appropriate manner;
- 6) A fire fighting unit is to be available at all times, and drilling is to cease if a total fire and harvest ban is called;
- 7) No drill holes are to extend under any public railway line or any roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading) - refer to Typical Cross Section of Road Formation diagram;
- 8) Safety signs are to be erected in accordance with Australian Standards - to warn both mining staff, contractors, and the public/ visitors;
- 9) All drill holes are to be capped as soon as possible/practical after drilling;



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- 10) If working within 100m from a residence, all noise generated is to be limited in accordance with the Environmental Protection (Noise) Regulations 1997, in particular when working between 7:00 p.m. and 7:00 a.m.;
- 11) That the proposed drilling work is advertised in the local newsletter "Crosswords" prior to any work commencing to notify the general public of this work; and
- 12) That the applicant is to discuss and obtain approval to access private property prior to the company or its contractors accessing this land;

Plus Talga Resources Ltd needs to acknowledge the Shire's rights to access and extract gravel from it's existing and future gravel pits located within this Licence for the purpose of road building/maintenance purposes.

**Voting Requirements**

Simple Majority.

**162/2013**

*Moved Cr W Della Bosca Seconded Cr Guerini. That Council grants approval to Austwide Mining Title Management Pty Ltd on behalf of Talga Resources Ltd (E77/2139) to carry out drilling along sections of Council controlled road reserves with their Exploration Licence as shown on the attached map on the following conditions:-*

- 13) *That dust suppression is carried out so that others are not adversely affected;*
- 14) *That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions;*
- 15) *Any ground water that escapes onto the ground around the drill site is to be bunded so that it does not spread;*
- 16) *All plastic bags used for soil samples are to be removed from the site and disposed of in a suitable manner;*
- 17) *All rubbish is to be disposed of at the local landfill site in the appropriate manner;*
- 18) *A fire fighting unit is to be available at all times, and drilling is to cease if a total fire and harvest ban is called;*
- 19) *No drill holes are to extend under any public railway line or any roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading) - refer to Typical Cross Section of Road Formation diagram;*
- 20) *Safety signs are to be erected in accordance with Australian Standards - to warn both mining staff, contractors, and the public/ visitors;*
- 21) *All drill holes are to be capped as soon as possible/practical after drilling;*

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- 22) *If working within 100m from a residence, all noise generated is to be limited in accordance with the Environmental Protection (Noise) Regulations 1997, in particular when working between 7:00 p.m. and 7:00 a.m.;*
- 23) *That the proposed drilling work is advertised in the local newsletter "Crosswords" prior to any work commencing to notify the general public of this work; and*
- 24) *That the applicant is to discuss and obtain approval to access private property prior to the company or its contractors accessing this land;*

*Plus Talga Resources Ltd needs to acknowledge the Shire's rights to access and extract gravel from it's existing and future gravel pits located within this Licence for the purpose of road building/maintenance purposes.*

**CARRIED (4/0)**

**Council entered into Committee - 4.00pm**

**Council came out of Committee - 4.35pm**

As there was no further business to discuss, the Shire President declared the meeting closed at 4.35pm.

I, Peter Romolo Patroni confirm the above Minutes of the Meeting held on Friday, 19<sup>th</sup> July 2013, are confirmed on Friday 16<sup>th</sup> August 2013 as a true and correct record of the June Ordinary Meeting of Council.

Cr Romolo Patroni  
SHIRE PRESIDENT